

AN INFORMAL GUIDE DESIGNED  
TO LESSEN THE PROBABILITY OF  
YOUR BECOMING A VICTIM

# Personal Safety



## Safety in the Office!

- ▶ If you see someone in your work area that shouldn't be there, ask politely if you can help; then notify a supervisor.
- ▶ To deter theft, avoid leaving valuables unsecured or in plain sight.
- ▶ Avoid locking valuables in your desk for extended periods of time.
- ▶ If you work late, find a coworker or security guard to escort you to your car.
- ▶ Become familiar with your organization's model emergency plan.
- ▶ Above all, be aware of your surroundings at all times.



### California Highway Patrol

State Security Division,  
Emergency Operations and Safety Services Section

601 N. 7th Street  
Sacramento, CA 95811  
Phone: (916) 843-3240  
Fax: (916) 843-3236



California Highway Patrol  
Graphic Services Unit

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California Highway Patrol